

Audio Cassette Converter Checklist

- ✓ Patrons must go through the certification process to use the Audio Cassette Converter.
- ✓ Patrons must make a reservation to use the audio converter.
- ✓ Patrons are allowed to use the audio converter for 2 hours per day.
- ✓ Patrons must save their audio conversions on their own USBs.
- ✓ Patrons may purchase USBs from the library.
- ✓ Please report any problems or issues with the audio equipment to staff immediately. Do not try to fix it yourself.
- ✓ All audio equipment should be shut off and put away when a patron is finished working for the day.